



BOOK
ALERT

an *annotated* listing of recently published,
work related reading for City of Tempe employees ...

* If you have requests, comments or suggestions, I can be reached at ext. 5511 or by email at Curt_Peterson@tempe.gov

BASIC EMPLOYEE SKILLS

- 650.13
B433W Bell, Arthur H. and Dayle M. Smith
Winning with Difficult People. Barrons, 1997. *I have found if you crouch or stand on your tip toes, it's possible to see eye to eye with most people.*
- 650.1
M369H Marshall, Susan
How to Grow a Backbone: 10 Strategies for Gaining Power and Influence at Work. Contemporary Books, 2000. *You might want to check into this because if you wait for natural selection it could take millions of years.*
- 153.35
M622C Michalko, Michael
Cracking Creativity: The Secrets of Creative Genius. Ten Speed Pr., 2001. *Do I really have to pick my brain - OUCH!! Hey that pointed end is sharp.*
- 182.4
V948E Oech, Roger Von
Expect the Unexpected (or You Won't Find It): A Creativity Tool Based on the Ancient Wisdom of Heraclitus. The Free Press, 2001. *What if I'm not even looking where it isn't?*

CAREER

- 650.14
W167T Waldroop, James and Timothy Butler
The 12 Bad Habits that Hold Good People Back. Doubleday, 2000. *If this doesn't work, maybe cosmetic surgery can fix those loose lips.*

COMMUNICATION

- 302.2242
A244S Adubato, Steve
Speak from the Heart: Be Yourself and Get Results. Simon and Schuster, 2002. *If you follow this approach strictly, I think, theoretically at least, it will be physiologically impossible to get tongue-tied.*
- 808.6
M193H Maggio, Rosalie
How to Say It: Choice Words, Phrases, Sentences and Paragraphs for Every Situation. Prentice Hall Pr., 2001. *This and a good dandruff shampoo will save you a lot of head scratching.*

MANAGEMENT

- 658.409
D244G Dauten, Dale
The Gifted Boss: How to Find, Create and Keep Great Employees. William Morrow and Co., 1999. *Some of the ideas here may be more cost effective, at least in the short run, than having HR set up a cloning division - I'm not sure though.*
- 303.34
D424L Depree, Max
Leadership Is an Art. Dell Pub., 1989. *Remember when you are sculpting a new policy or program, if a part of it becomes controversial, you can always cover it with a fig leaf.*
- 658.406
E929M Evard, Beth L. and Craig A. Gipple
Managing Business Change for Dummies. Hungry Minds Inc., 2001. *Hey - if it's under a dollar, you can probably just carry it around in your pocket - if it's all right with internal auditing.*
- 658.311
F462I Fields, Martha R. A.
Indispensable Employees: How to Hire Them, How to Keep Them. Career Pr., 2001. *Remember that employee turnover is costly - especially for something that doesn't have fruit filling and you can't eat.*
- 658.314
K234L Kaye, Beverly and Sharon Jordan-Evans
Love 'em or Lose 'em: Getting Good People to Stay. Berrett-Koehler Pub. Inc., 1999. *Don't forget to check in the office supply catalogs for indoor, impact resistant barricades.*
- 658.314
V472 Kerr, Steven
Ultimate Rewards: What Really Motivates People to Achieve. Harvard Business Review Books, 1997. *I think when it's all said and done, what really motivates people down deep is that wonderful, indescribable inner feeling of desperation.*
- 658.001
K765N Koch, Richard
The Natural Laws of Business: Applying the Theories of Darwin, Einstein, and Newton to Achieve Business Success. Doubleday, 2001. *For example - I use the Chaos Theory to study the patterns of paperwork on my desktop.*
- 658.314
R993O Rye, David E.
1,001 Ways to Inspire Your Organization, Your Team and Yourself. Career Press, 1998. *Just because it didn't work for this annotation doesn't mean you shouldn't give it a try.*

WORK ENVIRNONMENT

- 155.9042
D252C Davidson, Jeff
The Complete Idiot's Guide to Managing Stress. 2nd ed. Alpha Books, 1999. *Why don't they just assign it to a different work area?*

- 658.312
F927W Froggatt, Cynthia
 Work Naked: Eight Essential Principles for Peak Performance in the Virtual Workplace. Jossey-Bass, 2001. *Doesn't this seem a bit of a jump from casual Fridays?*
- 133.5
R462A Reynolds, Carolyn
 Astrology on the Job. Contemporary Books, 2001. *Once you study up on this and get real good, when you see other employees you can guess their sign. Hey - there go a couple - Hmmm, lets see - Virgo and ahh - don't tell me - Libra - Right - really? Hey - I'm batting a thousand.*
- 658.409
S462Y Seitz, Victoria A.
 Your Executive Image: How to Look Your Best and Project Success - for Men and Women - Revised and Updated 2nd ed. Adams Media Corp., 2000. *I'll bet your wondering like I am, if the revised edition covers body piercing and tattoos.*
- 650.1082
S979M Swiss, Deborah J.
 The Male Mind at Work: A Woman's Guide to Working with Men. Perseus Pub., 2000. *If you work on your swagger and your poker face - you can probably skip the chestbeating.*
- 658.314
Y474F Yerkes, Leslie
 Fun Works: Creating Places Where People Love to Work. Berrett - Koehler Pub. Inc., 2001. *I'm hoping for a very challenging stairwell slalom course. Not to mention, the combination miniature golf and lap pool behind the staff room vending machines. And of course - a disco chandelier above my cubicle*